

STRUCTURED INTERN PROGRAM
Information Sheet
NASA GODDARD SPACE FLIGHT CENTER
EDUCATION PROGRAMS, CODE 130.3
GREENBELT, MD. 20771

Please complete the following Placement Information Sheet and return it to Education Programs at Goddard Space Flight Center, Fax # 301-286-1655.

I. Personal Data

Name _____

Address _____

Street _____

City _____ State _____

Zip Code _____

Social Security Number _____

Birth Date _____

E-mail Address: _____

Are you a citizen of the United States? Yes ___ No ___

If no, do you have a green card? Yes ___ No ___

Country of citizenship _____

Academic Background:

Grade Point Average: Grade 9 _____ Grade 10 _____ Grade 11 _____

*List Courses that you completed that relate to the Structured Intern Program to which you are applying:

Mathematics/Computer

Engineering

Science

School Name _____

Address _____

Phone Number _____

Street _____

County _____

City _____ State _____

Zip Code _____

II. For the School/Program Coordinator:

I recommend this student participate in the Structured Intern Program: (please give specific reasons for recommending this individual)

School/Program Coordinator's Typed Name and Signature

Date

III. For the Parent/ Guardian:

Name of Parent/Guardian _____

Mailing Address _____

Home Phone _____

Work Phone _____

I support my son/daughter seeking an experience at Goddard Space Flight Center. I understand that while on Center he/she must maintain the highest of academic, attendance, and ethical standards. Failure to do so could result in removal from the experience. I am also aware of the times that he/she will be at GSFC and understand that he/she is responsible for his/her own transportation.

Parent/Guardian signature: _____

Date _____

IV. Letter of Recommendation

It is required of you to get **two** letters of recommendation from someone knowledgeable in your skills in math, computers or engineering. It should contain:

1. The relationship of the writer to the student.
2. A general description of those skills and aptitudes that are relevant to the internship.
3. A brief description of how the writer has seen those skills demonstrated.
4. Why the writer thinks the student is appropriate for this internship.
5. How we may contact the writer to get clarification or ask further questions.

Once your application has been received and reviewed, you will be contacted either in writing or by phone should you be accepted. In some cases, an interview may be requested either by phone or in person.

You will receive an information packet confirming your internship. There will be instructions, any preparatory work needed to be completed, and forms to be signed.

Send both of these letters (signed and dated to):

Ron Erwin
Technology Education Specialist
Education Programs
Code 130.3
Goddard Space Flight Center
Greenbelt, MD 20771

IV. ESSAY

Write an essay that:

1). Describe why you believe you should be selected for a CAD internship at GSFC., 2). Identifies what you expect to learn from the experience. The content, style and completeness of your response will be major considerations in the acceptance/decision process. It is suggested you complete your essay in **typed format**.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.